

# *Lingfield Parish Council*

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## **MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL** **HELD ON SATURDAY 23<sup>RD</sup> JULY 2011 AT 9.45AM** **AT LINGFIELD DAY CENTRE**

### **Present:**

Chris D'Avray – in the chair  
Graham Marks  
Sonia Perkins  
Valerie Millar  
Lisa Bangs  
John Cole

Cllr Brian Perkins

Seven members of the public

In attendance:-

Mrs Fay Elwood, Parish Clerk

### **Report from County Councillor – Michael Sydney**

1. Traffic Calming- Godstone Road.

As a result of the comments made at the public meeting in Lingfield on March 24th, Surrey County Council has been reviewing other possible solutions to traffic calming. Michael is researching the success of the scheme in Marsh Green and will make the results available to SCC for consideration as an alternative solution. Michael will keep residents informed through the Parish Council.

2. Potholes

Michael recognises that potholes are still a problem but he reported that the new scheme for reporting potholes is proving very effective. More significant road repairs are being addressed as follows:-

SCC have committed to resurface 800 metres of Lingfield High Street and Town Hill in the coming months

Michael has obtained agreement, under the SCC Winter Damage Programme, to the inclusion of Racecourse and Moor Lane, possibly as far as the Kent Border, in this programme, the timing of which is to be announced.

Michael has instructed the Highway Team for Tandridge, to undertake permanent repairs to the junction of Lingfield Common Road and Crowhurst Lane.

3. Lingfield Library and Museum.

The future of Lingfield Library and Museum is still under review by SCC Library Service. This is a complicated issue and Michael reported he has been working hard with the Deputy Leader of Surrey County Council to reach a solution which is acceptable to the Lingfield community, the County, and the Charity Commission, as it is a charity. He is optimistic for a solution which would mean the Library and Museum will remain as they are but with a change in the ownership giving Lingfield control.

#### 4. Paid On Street Parking..

The County has agreed that there will be no paid on-street parking in Tandridge because of the District Council's provision of free off-street parking. The exception may be the provision of paid parking at two railway stations, Warlingham and Dormansland. These will be assessed by the Tandridge Local Committee, under delegated powers.

#### 5. The Youth Service.

The County is reviewing its Youth Service. A plan will be considered by the Local Committee, possibly at its public meeting on September 30<sup>th</sup>. Michael will report further.

#### 6. The Hub.

The only parish not yet committed to the Hub project is Crowhurst. There will be a public meeting in August to obtain residents' views. The project does not mean an increase in the precept.

### **Report from Brian Perkins, Tandridge District Councillor**

Brian reported that Lingfield Scouts have been given a new 25 year lease on the scout hut to enable them to carry out improvements.

With reference to Talbot Road Recreation Ground, Brian asked members to bear in mind the efforts of the District Councillors in getting the Community Services Committee to agree to a lease. No other villages in Tandridge have been offered this.

### **Report from Lisa Bangs, Tandridge District Councillor**

Lisa reported that Community Services Committee had decided not to approve funding for a fence around the play area at Jenners Field for two reasons:- They didn't consider it to be necessary; and it could affect future application for funding. They did agree to monitor the situation for one year and, as a compromise, install posts around the play area with notices 'Please be a responsible dog owner'.

With the necessity to increase revenue, Community Services are considering a proposal to use Adbins. Lingfield and Whyteleafe have been suggested to pilot a scheme whereby litter bins are replaced with plastic bins carrying advertising. Lisa is concerned that the standard bins may not respect the diversity of locations but still thinks it is important that Lingfield is part of the pilot so that we have a say in what happens in the longer term.

Lisa reported that concern about the consequences of the Localism bill has meant that Lingfield Youth Football Club will be forced to find a new ground. She fears that other local groups may lose out because the consequences have not been adequately considered.

### **Questions from the Public**

**Rita Russell** reported that she feels the campaign to save the library is moving in the right direction and we have no intention of going down the road of staffing the library with volunteers. Ten people from Lingfield will be attending a demonstration outside County Hall on Tuesday.

**Crispin Moor** asked whether Lingfield Parish Council has considered the possibilities afforded by the Localism bill, particularly in relation to a Neighbourhood Plan. The Chairman replied that this is an item on our agenda. Clerk to provide copies of agenda for the public in future.

**Action: Clerk**

**Jean Bizzell** asked who would have the responsibility for emptying Adbins. Assume it will be TDC but Lisa will check.

**Action: LB**

**Andrea Watson** stated that Adbins would add to the urbanisation of our village and should be resisted.

Lisa reported that the feedback from local residents would be an important part of the pilot exercise.

**Margaret Vasey** suggested that the Village Design Statement should be referred to.

## **1 PROCEDURAL MATTERS**

### **1.1 Apologies for Absence**

Mary Edwards is away on holiday.

### **1.2 Declarations of Interest**

Chris D'Avray declared an interest in items 2.4, 2.10 and 2.11 because he is Chairman of the Community Centre Management Team.

Lisa Bangs declared an interest in items 2.7 and 4.1 because of her involvement as a District Councillor

### **1.3 Minutes of meeting held on 31<sup>st</sup> May 2011**

These were signed as a true and accurate record.

### **1.4 Correspondence received since last meeting**

Members noted receipt of a list of correspondence received between 7<sup>th</sup> June and 16<sup>th</sup> July 2011.

## **2 FINANCE AND ADMINISTRATION**

### **2.1 Financial Report**

**Members approved** the Financial Report dated July 2011. Cash in the bank as at 1<sup>st</sup> July 2011 was £16,678.82. The following cheques were agreed for payment:-

Date	Chq	Description	Amount
			£
15/06/2011	744	F. Elwood- Clerk's Salary	873.33
15/06/2011	745	Clark Ground Care - Allotments	2,520.00
15/06/2011	746	1st Lingfield Scouts - Grant	250.00
15/06/2011	747	Lingfield Horticultural Society	124.00
15/06/2011	748	Community Care Association	22.50
15/06/2011	749	R.V. Deller - Work at Gun Pond	570.00
15/06/2011	750	HM Revenue & Customs	215.27
15/06/2011	751	A. Heaton - Salary	216.00
15/06/2011	752	Surrey Pension Fund	267.46
15/06/2011	753	D. Arbour - Tea/Coffee at APA	20.00
21/06/2011	754	Derek Reeves - Internal Audit	420.75
24/06/2011	755	Information Commissioner's Office	35.00
05/07/2011	dd	Orange Broadband	20.42
12/07/2011	756	Sutton & East Surrey Water Pond	170.16
12/07/2011	757	C. Barnet - Water for the Pollards	15.70
12/07/2011	758	Sutton and E. Surrey - Allotments	51.31
12/07/2011	759	EDF Energy - Electricity	35.00
12/07/2011	760	Ling & Dormans Community Centre	180.00
12/07/2011	761	BT - Phone Bill	118.23
18/07/2011	762	Mrs F. Elwood - Salary	873.33
18/07/2011	763	A. Heaton - Salary	62.40
18/07/2011	764	HM Revenue & Customs	176.87
18/07/2011	765	Surrey Pension Fund	297.46
		<b>Total</b>	<b>7,535.19</b>

## 2.2 Chairman's Report

The Chairman reported that Alison Skinner has agreed to look at the accounts before they are sent to the Internal Auditor.

We have been advised that the Parish Council no longer has a right to appoint a school governor but the Headmaster is happy to consider a 'Community Governor' if someone is particularly interested. Sonia Perkins may consider this role next year. Lisa Bangs can provide SATs results to members and Sonia requested a copy.

**Action: LB**

## 2.3 Bank Signatories

**Members agreed** that Chris D'Avray and John Cole be added to the list of signatories for the Parish Council and **the following resolutions were passed:-**

The Co-Operative Bank plc ('the bank') shall continue as our bankers in accordance with our original application.

The bank shall be authorised to accept instructions (including written instructions send by facsimile and electronic instructions through the use of digital signatures

and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 6b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s) our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)

The bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 6b.

The bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) affairs or property, as shown in the account signatories Section 6b.

The bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.

The bank shall be sent a copy of any changes in our Constitution/Rules/Memorandum and Articles of Association/Regulations or Byelaws.

The bank shall be notified in writing of any change of members.

The bank shall be notified in writing of any change of official authorised to sign on our behalf.

The bank shall otherwise continue to operate our accounts in accordance with the business account mandate.

The bank shall be notified in writing of any overall change of control in the business.

All signatories to the account are aged 16 or over.

#### **2.4 Theft of Lead from Community Centre Roof**

Members noted that it will be necessary to submit a claim to our insurers for the cost of repairing the Community Centre roof, following the theft of lead. The cost is expected to be in the region of £2000.

#### **2.5 Financial Regulations**

**Members approved** the amendment to the Financial Regulations to remove the clerk as signatory. It was noted that Mary Edwards is very much in favour of retaining the clerk as signatory but because of the conflicting advice received, the clerk would prefer not to be a signatory.

#### **2.6 Queen's Diamond Jubilee**

**Members agreed** to set up a working group to plan a celebration to mark the Queen's Diamond Jubilee in June 2012. Mary and Graham will lead this in collaboration with Rev Stephen Gendall and Peter and Heather Francis. It should be borne in mind that Talbot Road Recreation Ground will be renamed to commemorate the occasion as part of the Fields in Trust initiative.

**Action: ME/GM**

**2.7 Jenners Field Play Area**

Tandridge District Council has decided not to install a fence around the new play area but as a compromise has agreed to install posts. It had been proposed that Lingfield Parish Council may contribute financially towards the cost of a fence. This will be reviewed if the situation changes.

**2.8 Councillor Surgery**

The first Councillor Surgery was held on 25<sup>th</sup> June 2011 at Lingfield and Dormansland Community Centre. Several issues were raised by members of the public and the clerk will report these to the relevant departments. **It was agreed** that the next Councillor Surgery will be held on Saturday 20<sup>th</sup> August at 10am to be attended by Cllrs D'Avray and Millar. The clerk will arrange dates for future surgeries.

**Action: Clerk**

**2.9 Stationery and Web Site**

**Members approved** an upgrade to the web site remaining with Vision ICT at a cost of £175. John Cole proposed that the Parish Council should have a logo or emblem on its headed stationery. **Members agreed** that John can contact the schools, Scouts and Guides to run a design competition.

**Action: John**

**2.10 Lingfield and Dormansland Community Centre**

**Members approved** signing of a new lease for the Lingfield and Dormansland Community Centre Management team. The term of the new lease is 15 years.

**2.11 Noticeboard**

John proposed moving the notice board from outside the Victoria Club to outside the Community Centre. Graham suggested leaving it in situ and putting an additional one outside the Community Centre. The clerk will find out the costs involved.

**Action: Clerk**

**2.12 SLCC Conference**

**Members approved** expenditure of £365 for the clerk to attend the National Conference in Reading in October.

**2.13 Neighbourhood Plan**

Members received information provided by Navigus Planning, which included a quotation for assistance in formulating a Neighbourhood Plan. **Members agreed** that further advice should be obtained from SCAPTC before a decision is taken.

**Action: Clerk**

**2.14 Visioning**

**Members agreed** to attend the Visioning exercise being held on 3<sup>rd</sup> August. Lisa will arrive late. The clerk will organise sandwiches.

**Action: Clerk**

## 2 GRANTS, FUNDING AND COMMUNITY PROJECTS

### 3.1 Grant for Cricket Club

Members noted that £1000 has been ring-fenced for the Cricket Club. This will be paid upon receipt of invoices.

### 3.2 Age to Age Walk

**Members approved** a grant of £100 towards the cost of reprinting the Age to Age Walk leaflet. The clerk was asked to advise the applicant that they can apply to Tandridge Community Fund and that they can submit another application to us if they still have a shortfall.

**Action: Clerk**

### 3.3 Lingfield Riding for the Disabled

Members considered this application but deferred a decision until more information can be obtained, specifically on the issue of how many Lingfield residents benefit from the centre. Lisa suggested making an appeal for second-hand saddles/blankets.

**Action: SP**

## 4 PARISH FACILITIES

### 4.1 Actions Outstanding

**Talbot Road Lease** Members discussed whether to pursue the issue of taking a lease on Talbot Road Recreation Ground. Brian Perkins had stated that he hoped the work of the District Councillors in getting TDC to consider a lease would not be in vain. Lisa Bangs explained why she had supported the request for lease but she now believes Lingfield Parish Council can work in partnership with Tandridge District Council to improve the facility. **Members agreed** not to pursue a lease but Sonia requested a written confirmation of TDC's intention. **Working Party** John Cole will chair a working party to discuss management and improvement of Talbot Road Recreation Ground. Members of the working party will include representatives from the Cricket Club, Football Club, Lingfield Park Racecourse, Lingfield Victoria Sports and Social Club, Talbot Road residents as well as parish council members. John will arrange the first meeting.

**Action: JC**

### 4.2 Lingfield Wildlife Area

Chris D'Avray has the minutes from the last meeting which members are welcome to read.

### 4.3 Lingfield Wildlife Area Constitution

**Members approved** the proposed changes to the constitution.

#### **4.4 Allotment 20 at Centenary Fields**

Members decided not to reallocate allotment 20 until some further investigation as to whether the soil is contaminated. Chris D'Avray will explore options for soil testing.

**Action: CD**

#### **4.5 Fence at Centenary Fields Allotments**

The clerk will investigate the cost of raising the height of the gate to deter intruders.

**Action: Clerk**

#### **4.6 Sign for Centenary Fields Allotments**

**Members approved** expenditure of £40 to provide a new sign for the allotments at Centenary Fields.

**Action: Clerk**

#### **4.7 Mower and Shed for The Pollards Allotments**

**Members approved** expenditure of up to £600 to provide a mower and storage facility for the new allotments. Dormansland Parish Council will be asked to commit a similar amount. In the meantime, **members approved** expenditure of £40 to pay Clark Ground Care to carry out the first cut. The clerk will obtain quotes.

**Action: Clerk**

#### **4.8 The Pollards Allotments**

Members noted that a cheque for £4481.47 has been received from Dormansland Parish Council and that the 'end of project' report has been accepted by The Big Lottery Fund. The Clerk will write an article for the Local Council Review.

**Action: Clerk**

### **5 TRAFFIC AND PARKING**

#### **5.1 Speedwatch**

Heather and Peter Francis have agreed to take on the role of Speedwatch co-ordinators. The clerk will advise Surrey Police.

**Action: Clerk**

### **6 VILLAGE ENVIRONMENT**

#### **6.1 Jubilee Clock**

John Cole knows someone who may be able replace the masterclock cheaper than Gillett and Johnston. Decision deferred until clock has been inspected.

**Action: JC**

#### **6.2 Gun Pond**

Chris D'Avray will lead a working party to consider work needed to improve Gun Pond. Other members of the working party will include:- Rita Russell, David Netherclift and Vernon Deller. Chris will arrange an initial meeting.

**Action: CD**

#### **6.3 Hub Project**

**Members agreed** to participate in a one year trial of the Hub Project subject to the following conditions:

The Hub should choose the contractor.

The Hub should control the schedule of work.

The Hub should receive a management fee over and above the value of the contract.

**Members also agreed** that Lingfield Parish Council will be the lead parish and the clerk will provide administrative support. The clerk will relay these terms to Surrey County Council. It was agreed that LPC will apply to the Tandridge Local Area Committee for a grant of £850 to cover the cost of administering the hub in the coming months.

**Action: Clerk**

#### **6.4 Footpath – Crowhurst Road**

Chris D’Avray proposed that a request is submitted to Surrey County Council for the installation of a footpath along Crowhurst Road from Knights Close to Lingfield Common Road. **Members agreed** that a request be put forward.

**Action: Clerk**

#### **6.5 Village Signs**

John Cole reported that there is a lack of signs on the approach to the village, particularly referring to the missing sign in Godstone Road. Graham suggested that there should be signs on all approaches to the village:- Newchapel Road, Godstone Road, East Grinstead Road and Racecourse Road. The clerk will ask SCC to provide costs.

**Action: Clerk**

### **7 TRAINING AND MEETINGS**

#### **7.1 Sussex Community Rail Partnership**

Graham Marks will attend a meeting to be held on 2<sup>nd</sup> August 2011 starting at 4.30pm.

#### **7.2 Councillor Training**

Handouts are available on loan from Chris D’Avray.

### **8 REPORTS FROM OUTSIDE BODIES**

Nothing to report.

### **9 CURRENT CONSULTATIONS**

#### **9.1 Climate Change Action Plan, Tandridge District Council – due 5/8/11**

Due to the short timescale, members should submit individual responses to this consultation. Chris D’Avray will draft a Parish Council response and members should forward any comments they wish to be included.

**Action: CD/all members**

## **10 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**

**Members approved** the minutes of the Planning Committee meetings dated 7<sup>th</sup> June 2011 and 12<sup>th</sup> July 2011.

## **11 MATTERS FOR REPORTING**

### **11.1 Heavy Goods Vehicles**

Graham suggested that we should request a road sign on the A22 which directs traffic heading for Hobbs Industrial Estate to remain on the A22 rather than coming through Lingfield. The clerk will pass a request to Michael Sydney. The Parish Council will write to companies at Hobbs Industrial Estate requesting that anyone delivering to them be asked to avoid using Lingfield as a 'rat run'.

**Action: Clerk**

### **11.2 Pavement – Town Hill**

Heather Francis has reported a problem for wheelchairs and buggies walking from Camden Road to the High Street. Graham Marks proposed the making of a short video showing the problems faced by wheelchair users. Chris and Graham will do this in August.

**Action: GM/CD**

### **11.3 Parking Problems in the village**

Members noted receipt of an email from Colin Attwood concerning inconsiderate and illegal parking in the village.

### **11.4 Tandridge Leisure Arts Project**

The clerk reported a request from Cultural Development Officer concerning a processional piece of drama around the village. Chris suggested that this could tie in with proposed celebrations to mark the Queen's Diamond Jubilee. The clerk will pass on contact details for Mary and Graham.

**Action: Clerk**

### **11.5 Surrey Community Action**

Members noted that Jean Roberts-Jones has tendered her resignation as Chief Executive.

## **12 DATE OF NEXT MEETING**

The next Parish Council meeting will be held on Saturday 24<sup>th</sup> September 2011 starting at 9.30am.

Meeting closed at 12.45pm

